

# Wisconsin Department of Safety and Professional Services

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## DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

### INFORMATION FOR COMPLETING REAL ESTATE APPRAISER APPLICATION FORM

#### **AN APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:**

##### **Initial Applicants**

1. **Application for Real Estate Appraiser License (Form #1749)**
2. **Credential Fee** – Must accompany the completed application. Please make check or money order payable to Department of Safety and Professional Services.
3. **Authorization for Release of FBI Information (Form #2687)** - Provisions set forth in Title 28, Code of Federal Regulations (CFR) Section 16.34, require us to notify you that your fingerprints may be used to check the criminal history records with the FBI. Identification records obtained from the FBI may be used solely for the purpose requested and may not be disseminated outside the receiving department, related Agency, or other authorized entity. The Department of Safety and Professional Services does not deny a license based on the information in the record itself, but does require the submittal of a certified copy of the criminal complaint and judgment of conviction in any matter which would appear to be cause for denial of a license.
4. **Fingerprints**: All applicants must submit their fingerprints electronically for a background check. For any Wisconsin resident or out of state applicant, schedule an appointment with the Department's approved vendor, Fieldprint, by visiting their web site at: <http://www.FieldprintWisconsin.com/>. Use the Fieldprint code "FPWIAppraiser" when prompted. The cost for the digital fingerprints will be \$39.25 and is expected at the time of reservation. You should plan to arrive at the test center 15 minutes before the scheduled start time of the appointment for check-in. **You must submit your application to the Department within 14 days after submission of fingerprints.**
5. **Certification of Completion** – Submit a photocopy of the Certificate of Completion of the education courses specified in Wis. Admin. Code § 85.800. (see table on page iv)
6. **Education** – Submit proof of completion of the required college level education (see table on page iv)
7. **Real Estate Appraisal Experience (Form #1750)** – Document completion of the required appraisal experience per Wis. Admin. Code § 85.710
8. **Real Estate Appraisal Experience Roster (Form #2106)** - Document required appraisal experience per Wis. Admin. Code § 85.710. An excel spreadsheet is acceptable for submission if it contains the information required.
9. **Experience** – The Department will randomly choose three (3) reports for review of experience. You will be mailed a letter requesting these reports.
10. **Examination on Wisconsin Law** - An applicant shall successfully complete an online examination on Wisconsin Statutes and Rules relating to the practice of real estate appraisals before a license can be issued in Wisconsin. Information for the online examination will be provided after an application for licensure has been received at DSPPS. Scores are valid no more than 24 months per Wis. Admin. Code § SPS 85.600(5).
11. **National Licensure/Certification Examination** – Completion of education and experience is required for exam authorization. The Department will issue a letter of eligibility approving the applicant to take the exam. The letter will include instructions on how to schedule an appointment for the exam. The test provider will notify the applicant of the testing fee. Scores are valid no more than 24 months per Wis. Admin. Code § SPS 85.600(5).

When all requirements have been met, the federal registry fee will be assessed.

#### **Reciprocal Applicants (currently credentialed as a licensed, certified residential or certified general appraiser in another state)**

In addition to submitting the documents listed in 1-4 and 10 above, you must submit:

1. **Verification of AQB Compliance** – The Department will verify licenses held, discipline and compliancy with the Appraisers Qualifications Board (AQB) requirements by using the Appraisal Subcommittee (ASC) National Registry. Candidates that are not AQB compliant should refer to the "Initial Applicants" section above.

When all requirements have been met, the federal registry fee will be assessed.

# Wisconsin Department of Safety and Professional Services

**Applicants currently credentialed in another state with a training certificate (Associate/Registered, etc.):** Refer to the “Initial Applicants” section above on page i.

## **Applicants currently credentialed as an Appraiser in WI requesting to upgrade:**

1. **Application for Real Estate Appraiser License (Form #1749)**
2. **Credential Fee** – Must accompany the completed application. Please make check or money order payable to Department of Safety and Professional Services.
3. **Education** – Complete education requirements in addition to those required for current credential held. See “Core Curriculum Table” on page iv. Provide proof of degree or core classwork certificates.
4. **Experience** – Complete additional experience requirements. For example, to move from a Licensed Appraiser to a Certified Residential Appraiser, at least 500 additional hours and one (1) year of experience must be documented.
5. **National Licensure/Certification Examination** – Completion of education and experience is required for exam authorization. The Department will issue a letter of eligibility approving the applicant to take the exam. The letter will include instructions on how to schedule an appointment for the exam. The test provider will notify the applicant of the testing fee.

## **Reinstatement Applicants** (credential expired more than five (5) years)

**If you have an AQB compliant license in any state, complete the following:**

1. **Application for Real Estate Appraiser License (Form #1749)**
2. **Reinstatement Credential Fee** – Must accompany the completed application. Please make check or money order payable to Department of Safety and Professional Services.
3. **Authorization for Release of FBI Information (Form #2687)** - Provisions set forth in Title 28, Code of Federal Regulations (CFR) Section 16.34, require us to notify you that your fingerprints may be used to check the criminal history records with the FBI. Identification records obtained from the FBI may be used solely for the purpose requested and may not be disseminated outside the receiving department, related Agency, or other authorized entity. The Department of Safety and Professional Services does not deny a license based on the information in the record itself, but does require the submittal of a certified copy of the criminal complaint and judgment of conviction in any matter which would appear to be cause for denial of a license.
4. **Fingerprints**: All applicants must submit their fingerprints electronically for a background check. For any Wisconsin resident or out of state applicant, schedule an appointment with the Department’s approved vendor, Fieldprint, by visiting their web site at: <http://www.FieldprintWisconsin.com/>. Use the Fieldprint code “FPWIAppraiser” when prompted. The cost for the digital fingerprints will be \$39.25 and is expected at the time of reservation. You should plan to arrive at the test center 15 minutes before the scheduled start time of the appointment for check-in. **You must submit your application to the Department within 14 days after submission of fingerprints.**
5. **Proof of Continuing Education Completion** – Evidence of completion of 28 hours of approved continuing education for each biennium license was expired.
6. **Examination on Wisconsin Law** - An applicant shall successfully complete an online examination on Wisconsin Statutes and Rules relating to the practice of real estate appraisals before a license can be issued in Wisconsin. Information for the online examination will be provided after an application for licensure has been received at DSPS.

**If you do not have an AQB compliant license in any state, refer to the “Initial Applicants” section on page i.**

# Wisconsin Department of Safety and Professional Services

## Assessor Experience:

DSPS is authorized under Wis. Stats. § 458.09 to accept assessor experience which it determines to be equivalent to experience as a Licensed, Residential, or General Appraiser.

The Appraiser Qualifications Board (AQB) of the Appraisal Foundation has determined experience credit should be awarded to ad valorem tax appraisers who demonstrate that they (1) use techniques to value properties similar to those used by Appraisers, and (2) effectively use the appraisal process. Components of the mass appraisal process that should be given credit are highest and best use analysis, model specification (developing the model), and model calibration (developing adjustments to the model). Other components of the mass appraisal process, by themselves, are not eligible for experience credit.

Mass appraisals must be performed in accordance with Standards Rule 6 of the USPAP. A mass appraisal includes: (1) identifying properties to be appraised, (2) defining market area of consistent behavior that applies to properties, (3) identifying characteristics (supply and demand) that affect the creation of value in that market area, (4) developing a model structure that reflects the relationship among the characteristics affecting value in the market area, (5) calibrating the model structure to determine the contribution of the individual characteristics affecting value, (6) applying the conclusions reflected in the model to the characteristics of the property(ies) being appraised, and (7) reviewing the mass.

The term “Model” is defined in the Glossary section of USPAP. “Mass Appraisal Model” is defined in the definition section. Models are thoroughly discussed in Standards Rule 6-3 and further references can be found in the USPAP Index.

Models developed for Mass Appraisal purposes can include market models for applying the sales comparison approach, cost models for applying the cost approach, and/or income models for applying the income approach to value. Market models are built using sales data so that they replicate the market. They are then used to value all properties in the jurisdiction at market value. Cost models develop a base unit cost (often per square foot or per cubic foot) for representative structures, which then serve as models to derive the base unit cost of the comparable structures being appraised. Appropriate tables of additions and deductions are used to adjust the base cost. Examples of cost models include the Wisconsin Assessors Manual Vol. II, Marshall & Swift Valuation Service Calculator Method, Boeckh Building Valuation Manual, etc.

Submit the following items so that a determination can be made regarding whether the experience claimed is in compliance with USPAP Standard 6:

1. Verification of employment as an Assessor.
2. A copy of your job description, which identifies the components of your job performance and the hours spent performing each task.
3. A signed statement that the work you are submitting is your own and is in compliance with USPAP Standard 6.
4. Documentation of each of the following items according to type of credential applying for (certified general, commercial or industrial properties, licensed or certified residential, or residential properties):
  - a. Highest and best use study: A map of the entire area assessed. Please identify and describe the neighborhood you selected.
  - b. Model specification: Copies of five (5) record cards for improved properties located in the neighborhood you selected, at least two (2) of which must relate to sales parcels, a copy of the model you used, and documentation of the analysis of sales.
  - c. Model calibration: Copies of ratio reports for the neighborhood selected, sales documentation for the neighborhood described, and documentation of how the model performed against at least three (3) unsold subject properties.

**NOTE: The copy of the model to be submitted to our office is a copy demonstrating a market model, a replacement cost model, or an income model. Please reference the model you are using and how it was developed.**

**If documentation of assessor experience cannot be obtained, you can submit appraisal reports at the request of the Department. The Department will choose at random from your roster the reports to be sent in.**

## Certified General Appraiser:

Submit copies of three (3) commercial appraisals which were performed in compliance with USPAP, as in effect at the time the appraisals were prepared. The Department will request that you identify the standard applied to each report.

## Licensed Appraiser and Certified Residential Appraiser:

Submit copies of three (3) residential appraisals which were performed in compliance with the USPAP, as in effect at the time the appraisals were prepared. The Department will request that you identify the standard applied.

# Wisconsin Department of Safety and Professional Services

## Education Requirements

Effective January 1, 2015, new education requirements are in effect. The new requirements are listed below. The following chart lists the education requirements for certification/licensure as a Licensed Appraiser, Certified Residential and Certified General Appraiser:

College Level Courses of Degrees from an Accredited College or University	
Licensed	30 semester credit hours of college level education or Associate's degree (in any field)
Certified Residential	Bachelor's degree or higher (in any field)
Certified General	Bachelor's degree or higher (in any field)

Core Curriculum for each Appraiser Level			
Course	Licensed	Certified Residential	Certified General
Basic Appraisal Principles	30	30	30
Basic Appraisal Procedures	30	30	30
15 Hour National USPAP	15	15	15
Residential Market Analysis, and Highest and Best Use	15	15	
Residential Site Valuation and Cost Approach	15	15	
Residential Sales Comparison and Income Approaches	30	30	
Residential Report Writing and Case Studies	15	15	
Statistics, Modeling, and Finance		15	15
Advanced Residential Applications and Case Studies		15	
General Appraiser Market Analysis, and Highest and Best Use			30
General Appraiser Sales Comparison Approach			30
General Appraiser Site Valuation and Cost Approach			30
General Appraiser Income Approach			60
General Appraiser Report Writing and Case Studies			30
Appraisal Subject Matter Electives		20	30
<b>TOTALS</b>	150	200	300

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## DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

### APPLICATION FOR REAL ESTATE APPRAISER LICENSE

Under Wisconsin law, the Department must deny your application if you are liable for delinquent State Taxes or Child Support (Wis. Stats. § 440.12).

<b>PLEASE TYPE OR PRINT IN INK</b>				<input type="checkbox"/> Your name and address are available to the public. Check box to withhold street address/PO Box number from lists of 10 or more credential holders (Wis. Stat. § 440.14).	
<b>Last Name</b> <input type="text"/>		<b>First Name</b> <input type="text"/>		<b>MI</b> <input type="text"/>	<b>Former / Maiden Name(s)</b> <input type="text"/>
<b>Address</b> (street, city, state, zip) <input type="text"/>					<b>Daytime Telephone Number</b> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>
<b>Mailing Address</b> (if different) <input type="text"/>					<b>Date of Birth</b> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>
<b>Social Security #</b> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>			Your Social Security Number or Employer Identification Number must be submitted with your application on this form. If you do not have a Social Security Number, you must complete Form #1051. The Department may not disclose the Social Security Number collected except as authorized by law.		
Ethnicity/gender status information is optional.					
<b>Ethnicity:</b> <input type="checkbox"/> White, not of Hispanic origin <input type="checkbox"/> American Indian or Alaskan <input type="checkbox"/> Hispanic <input type="checkbox"/> Black, not of Hispanic origin <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Other					
<b>Sex:</b> <input type="checkbox"/> M <input type="checkbox"/> F					
<b>Have you ever been licensed in Wisconsin as a Real Estate Appraiser?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list your credential number: <input type="text"/>					
<b>Email Address</b> <input type="text"/>					
<b>Type of Credential Applying For:</b>					
<input type="checkbox"/> Licensed Appraiser <input type="checkbox"/> Certified Residential Appraiser <input type="checkbox"/> Certified General Appraiser					

**APPLICATION FEES:** Please check applicable box. Make check payable to DSPPS and attach to this application.

- ☐ **I am seeking a Veteran Fee Waiver** (for Initial Credential Fee only, see page 2 for further information)
- ☐ **Initial Applicants**  
\$ 75.00 Initial Credential Fee  
\$ 75.00 State Law Exam  
**\$150.00 Total Fee Attached**
- ☐ **Reciprocal Applicants (hold current Appraiser license in another state)**  
\$ 170.00 Initial Credential Fee  
\$ 75.00 Exam Fee  
**\$245.00 Total Fee Attached**
- ☐ **Upgrade Applicants (holding current WI Appraiser license of lower level)**  
**\$75.00 Total Fee Attached**
- ☐ **Reinstatement (credential expired more than five (5) years)**  
\$170.00 Renewal Fee  
\$ 25.00 Late Fee  
\$ 75.00 State Law Exam  
**\$270.00 Total Fee Attached**

**For Receiving Use Only (4/9/10)**

# Wisconsin Department of Safety and Professional Services

**ARE YOU A VETERAN?** If yes, please view the Department website at <http://dsps.wi.gov> under “License, Permits, and Registrations” and select “Military Benefits Related to Licensure for Eligible Veterans Services Members and Spouses” for eligibility requirements.

**If you qualify, are you requesting a waiver of your initial credentialing fee?** ☐ Yes ☐ No

If Yes, provide a copy of your Department of Veterans Affairs voucher code and list your DVA Voucher Code Number:

**If you qualify, are you requesting equivalency of your Military Training and experience?** ☐ Yes ☐ No

If Yes, complete and return the Veteran Request Application Addendum (**Form #2996**). This form must be included with this application.

**If you qualify, are you requesting Temporary Spousal Reciprocal License?** ☐ Yes ☐ No

If Yes, do not complete this form. You must complete and return the Application for Temporary Spousal Reciprocal License (**Form #2982**).

**You may contact the DVA at 1-800-WisVets or [www.WISVET.com](http://www.WISVET.com) for assistance in obtaining your DVA Voucher Code and/or documents related to your training.**

**CONTINUING EDUCATION AND RENEWAL REQUIREMENTS:** Please view the Department website at <http://dsps.wi.gov> and select the “Professional Credential Renewal Information.”

**EMPLOYMENT HISTORY:** List a chronological resume of all employment, not limited to real estate appraisal experience. (attach additional sheet(s) if necessary)

Employer Name	Dates Employed		Type of Business
	From :	To:	
<input type="text"/>	<input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/>	<input type="text"/>
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**EDUCATION:** Initial/upgrade applicants only. Submit evidence of completion of course hours in subject areas per Wis. Admin. Code § SPS 85.830. See the chart on page iv for required number hours for each license/certification. **Provide copies of Certificates of Completion for each course listed below.** (attach additional sheet(s) if necessary)

Course Name	Dates of Attendance		Hours	Course Provider
	From :	To:		
<input type="text"/>	<input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>
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# Wisconsin Department of Safety and Professional Services

**I AM OR HAVE BEEN LICENSED IN THE FOLLOWING STATE(S):** (include all active and inactive states)

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For each credential listed above, you are required to have each State Board or territory of the United States submit a letter of verification to the Department. The verification letter(s) must state your date of birth, credential number, date of issuance, and a statement regarding disciplinary actions.

**ANSWER THE FOLLOWING QUESTIONS** (attach additional sheet(s) if necessary)

1.	Have you ever surrendered, resigned, canceled, or been denied a professional license or other credential in Wisconsin, or any other jurisdiction? <b>If yes, give details on an attached sheet, including the name of the profession and the agency.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Has any licensing or other credentialing agency ever taken any disciplinary action against you, including but not limited to any warning, reprimand, suspension, probation, limitation, or revocation? <b>If yes, attach a sheet providing details about the action, including the name of the credentialing agency and date of action.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Is disciplinary action pending against you in any jurisdiction? <b>If yes, attach a sheet providing details about pending action, including the name of the agency and status of action.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Have you ever been convicted of a misdemeanor, felony, or other violation of federal, state, or local law or do you have any felony, misdemeanor or other violation of federal, state, or local law charges pending against you in this state or any other? This includes municipal ordinances resulting only in monetary fines or forfeitures and convictions resulting from a plea of no contest, a guilty plea, or verdict. <b>If yes, submit Convictions and Pending Charges (Form #2252).</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Are you incarcerated, on probation, or on parole for any conviction? <b>If applicable, attach a sheet providing details including the terms of incarceration and a copy of a report from your probation or parole officer.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Are you registered or licensed in any other profession(s)? <b>If yes, state what profession(s) and in what state(s):</b> <div></div>	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Have you ever been credentialed under any other name(s)? <b>If yes, state name(s) credentialed under:</b> <div></div>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**CERTIFICATION OF LEGAL STATUS:**

I declare under penalty of law that I am (check one):

- ☐ A citizen or national of the United States, or
- ☐ A qualified alien or nonimmigrant lawfully present in the United States who is eligible to receive this professional license or credential as defined in the Personal Responsibility and Work Opportunities Reconciliation Act of 1996, as codified in 8 U.S.C. §1601 et. Seq. (PRWORA). For questions concerning PRWORA status, please contact the U.S. Citizenship and Immigration Services in the Department of Homeland Security at 1-800-375-5283 or online at <http://www.uscis.gov>.

Should my legal status change during the application process or after a credential is granted, I understand that I must report this change to the Wisconsin Department of Safety and Professional Services immediately.

**CONTINUING DUTY OF DISCLOSURE**

I understand that I have a continuing duty of disclosure during the application process. If information I have provided in this application becomes invalid, incorrect or outdated, I understand that I am obliged to provide any necessary information to ensure the information on my application remains current, valid, and truthful. I understand that Credentialing authorities may view acts of omission as dishonesty and that my duty of disclosure during the application process exists until licensure is granted or denied.

**AFFIDAVIT OF APPLICANT**

I declare that I am the person referred to on this application and that all answers set forth are each and all strictly true in every respect. I understand that failure to provide requested information, making any materially false statement and/or giving any materially false information in connection with my application for a credential or for renewal or reinstatement of a credential may result in credential application processing delays; denial, revocation, suspension or limitation of my credential; or any combination thereof; or such other penalties as may be provided by law. I further understand that if I am issued a credential, or renewal, or reinstatement thereof, failure to comply with the statutes and/or administrative code provisions of the licensing authority will be cause of disciplinary action.

By signing below, I am signifying that I have read the above statements (Certification of Legal Status, Continuing Duty of Disclosure, and Affidavit of Applicant) and understand the obligation I have as an applicant or credential-holder should information I've provided to the Department of Safety and Professional Services change.

Signature:

Date:  /  /